

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



<b>DATE:</b>	<b>February 3, 2003</b>
<b>POSITION:</b>	<b>JURY CLERK</b>
<b>LOCATION:</b>	<b>300 Quarropas Street White Plains, New York</b>
<b>CLASS LEVEL:</b>	<b>Up to CL-25</b>
<b>SALARY:</b>	<b>Up to \$40,929 (Depending on Qualifications)</b>
<b>CLOSING DATE:</b>	<b>February 18, 2003</b>
<b>VACANCY NO.:</b>	<b>03-04</b>

***THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY***

***DUTIES AND RESPONSIBILITIES:*** The Jury Clerk is responsible for managing all aspects of the jury system in White Plains, including processing large amounts of jury correspondence, scheduling jury selection, orienting jurors, preparing jury panels, and creating juror attendance and payroll reports. The Jury Clerk will be responsible for assisting Judges in planning for very large jury selections. The Jury Clerk will also perform other duties as assigned by the Deputy-In-Charge.

***REQUIRED QUALIFICATIONS:*** Minimum qualifications for this position are, high school graduation, or equivalent, two years of general experience and one year of specialized experience is required. To qualify for the full range CL-25 level, an additional year of specialized experience is required. **Strong interpersonal skills in communicating with jurors in a courteous and professional manner, even under stressful conditions, are highly desirable qualifications.**

***GENERAL EXPERIENCE:*** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

***SPECIALIZED EXPERIENCE:*** Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulation, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

***EDUCATIONAL SUBSTITUTION:*** College education may be substituted for general experience.

***APPLICATION PROCEDURE:*** To be considered for this position please submit a resume detailing your education and work experience, and a cover letter. The cover letter should indicate the position that you are applying for, and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered.

***PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:***

***U.S. DISTRICT COURT  
500 PEARL STREET  
NEW YORK, NEW YORK 10007  
ATTN: PERSONNEL, ROOM 310***

**THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK**

**APPLICANTS MUST BE UNITED STATES CITIZENS**